



Program Aide I & II

ADVOCAP's Head Start Program has new positions of Program Aide I and Program Aide II working with low income children ages 3 to 5 and their families. There are multiple openings for sites in Fond du Lac and Green Lake County. If you like a variety of duties, this may be the right job for you.

All Program Aides I & II will assist in many facets of Head Start and be a valuable support to staff and children. Will assist in the classroom providing a developmentally appropriate Head Start experience. On the bus, will assist drivers in safe loading and unloading of children, keeping children safe while riding the routes. May also assist in food service and providing a nutritional meal to the children. Must be able to work a flexible schedule, various locations, and activities. Reliable transportation required. Early Childhood Conversational Spanish an asset but not required.

Program Aide I: Some education or experience with early childhood development. Willingness to work towards an Associates Degree in Early Childhood Education. Starting pay is \$11.12.

Program Aide II: Requires an Associates Degree in Early Childhood Education and will fill in as needed for Teacher Assistant. Starting pay is \$12.02

Positions are for the program year with summers off, 20 to 24 hrs/wk; M-Th with some Fridays. Benefits offered are vacation, holiday, sick pay and 401k option.

Resumes with cover letters received by 7/14/17 will be given preference. **Submit to:** ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936. Fax 920-922-7214 Email: hr@advocap.org. Visit our website at advocap.org for additional positions

AA/EOE